



TENNESSEE APPLICATION FOR INCENTIVES

Tennessee ECD USE Only

Project:

ECD Project Lead:

Phone:

Email:

Date:

ECD Project Number:



INSTRUCTIONS

GENERAL INSTRUCTIONS:

Please include requested information for all sections. Be accurate and thorough to avoid delays in processing. Where no response is possible, please write N/A. Applications that are not complete will not be reviewed. Attachments and additional pages are not required unless specifically requested in the application. We will contact you if supplemental information is required. Applications can be submitted via email to your ECD Project Lead.

USE OF APPLICATION:

The Tennessee Department of Economic & Community Development reviews applications in determining eligibility for various state economic development programs.

ECD, as a state agency, must comply with the Tennessee Public Records Act and T.C.A. § 4-3-730. Under these statutes, ECD may have authority to maintain the confidentiality of the name of a company seeking to locate or expand in the state, and any other related information, until after the negotiations are completed. In the event that ECD receives a public information request related to the applicant prior to the public being made aware of the applicant's project, ECD will attempt to notify the company of the request and take appropriate action to assert exemptions under the relevant statutes.

The applicant agrees that it will not disseminate information regarding any agreement subsequent to this application except as directed by ECD.

WHICH PROGRAM(S):

Please indicate the FastTrack program(s) for which the applicant is applying:

If yes, please
provide additional
detail on page

FastTrack Job Training Assistance Program* (“FastTrack Training”)	Yes	No	9
FastTrack Infrastructure Development Program** (“FastTrack Infrastructure”) (Additional program application required)	Yes	No	10
FastTrack Economic Development Grant** (“ED Grant”) (Additional program application required)	Yes	No	11

NOTE:

If incentives are awarded, the applicant agrees to submit yearly reports for five years detailing the total number of employees and the total number of women, veterans and minorities employed.

QUESTIONS?

Contact your ECD Project Lead.

* *FastTrack Job Training Assistance Program:*

NOTE: ECD is not able to provide incentives for any positions filled prior to the execution and approval of a FastTrack Job Training Assistance Program contract. ECD will notify the recipient when the contract is approved. All positions filled prior to receipt of this notification will not be eligible for incentives. Neither the offer of incentives outlined in the Commissioner's letter nor the signed acceptance letter constitutes a legal agreement to provide incentives.

** *FastTrack Infrastructure Development Program & FastTrack Economic Development Grants:*

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The ED Grant is used only in exceptional cases where a company's impact on a given community is significant. Most widely utilized in economically disadvantaged counties or for very large projects, the ED grant can help offset expenses related to relocation, temporary office space, capital improvements, retrofitting and other expenditures not covered by infrastructure or job training grants.

I. APPLICANT INFORMATION - to be completed by all applicants**Legal Business Name Under Which Application is Made:**

Mailing Street Address:

Physical Street Address:

City:

State or Province:

Zip or Postal Code:

Website:

Name of Parent Company:

Country of Global Headquarters:

Company Contact:

Job Title:

Email:

Office Phone:

Mobile Phone:

Applicant Name (If different than above):

Job Title:

Email:

Office Phone:

Mobile Phone:

Site Selection Consultant Contact (if applicable):

Job Title:

Email:

Office Phone:

Mobile Phone:

Website:

Tax Accountant or Legal Contact:

Job Title:

Email:

Office Phone:

Mobile Phone:

Company Information

Number of Years in Business:

State of Formation:

Other DBAs widely used by company:

Federal Tax ID Number:

Service / Product Produced at Site:

Service / Product Produced Companywide:

Number of Employees in TN:

US:

Worldwide:

Ticker Symbol & Exchange (if applicable):

NAICS Code(s):

NAICS codes can be found at www.naics.com/

II. COMPLIANCE INFORMATION - to be completed by all applicants. If applicant is a newly formed subsidiary or joint venture, please provide information below pertaining to the parent(s).

1. Please provide the full names, including middle initial, of the company's officers and directors. If more space is required, please include as a separate attachment.

2. Is the company facing any material pending or threatened civil or criminal litigation? Yes No

2a. If the answer is yes, please provide information on the litigation below or attach a separate file.

3. Has the company, its officers or its directors faced any litigation concerning bankruptcy, criminal activity, securities law or business practices during the last ten years? Yes No

3a. If the answer is yes, please provide information on the litigation below.

4. Has the company received incentives or grants from Tennessee in which the company did not fulfill its obligations related to the incentives or grants (e.g., job creation or capital investment)? Yes No

4a. If the answer is yes, please provide additional information below.

5. Has the company received incentives or grants from any other state in which the company did not fulfill its obligations related to the incentives or grants (e.g., job creation or capital investment)? Yes No

5a. If the answer is yes, please provide additional information below.

COMPLIANCE INFORMATION - to be completed by all applicants. If applicant is a newly formed subsidiary or joint venture, please provide information below pertaining to the parent(s).

6. Is the company registered with the Tennessee Secretary of State to conduct business in Tennessee?

Yes No

7. Required Certificates

Please enclose a Certificate of Existence issued by the Tennessee Secretary of State. The certificate can be obtained by contacting the Tennessee Secretary of State's Business Services Division at (615) 741-2786 or at <http://tnbear.tn.gov/Ecommerce/CertOfExistenceInstr.aspx>.

8. Is the business entity in good standing under the laws of the jurisdiction(s) in which the entity is organized or authorized to conduct business and not delinquent in taxes owed to any taxing entity?

Yes No

8a. If the answer is no, please provide information below or attach a separate file.

9. Do any of the following persons have a direct or indirect ownership interest of greater than 2% in the applicant, act as a member of the applicant's board of directors or serve as senior management of the applicant?

9a. Employee of the Tennessee Department of Economic and Community Development
(or his or her immediate family)

Yes No

9b. Current member of the TN General Assembly (or his or her immediate family)

Yes No

9c. Senior state official (or his or her immediate family)

Yes No

If yes to any of the above, please provide the name and position of those individuals.

NOTE: Please note that all funds awarded are subject to Title VI compliance. All companies will be required to submit a FastTrack Title VI Survey as well as an Annual Employment Reporting Form.

III. EXPORT INFORMATION:

1. Does the applicant export more than 10% of its products and services outside of the United States?

Yes No

1a. If the answer is yes, to what countries do you export?

2. If the applicant does not currently export, would you be interested in learning more about exporting opportunities?

Yes No

2a. If the answer is yes, to what countries are you interested in exporting?



IV. PROJECT INFORMATION – To be completed by all applicants

4. New Job Creation and Investment Schedule

Year	* New Job Creation				** New Investment Schedule					
	Pro- duction	Main- tenance	Office	Manage- ment	Land & Building	Machinery/ Equipment	Data Equipment	Transferred Equipment	Pollution Control Equipment	Total Investment
20__										
20__										
20__										
20__										
20__										
Total										

* Full-time positions with benefits and employed directly by the company (on company payroll).

** Please do not include working capital or inventory.

5. Wage Information (Please do not include benefits)

Average hourly wage of all current employees	per hour	Benefits package %
Production	per hour	
Maintenance	per hour	
Office	per hour	
Management	per hour	

6. Existing Jobs in Tennessee *If no existing jobs in Tennessee, please enter n/a.

6a. Project Location:

City: **County:** **Number of Existing Jobs:** **FEIN**

6b. Other Tennessee Locations – Please include all affiliated entities owned by the parent company.

*If no existing jobs in Tennessee, please enter n/a.

City: **County:** **Number of Existing Jobs:** **FEIN**

TOTAL:



PROJECT INFORMATION - to be completed by all applicants

1. Please check all items below that describe your project:

Category:

Back Office	Headquarters
Call Center	Manufacturing
Data Center	
Distribution/Warehouse	
Other (describe)	

2. Please check item below that best describe your project:

Type of Project:

New/Startup
Relocation
Expansion

3. Provide an overview of the project. *(Please include what the company will be doing, anything unique about the company and/or process, and the purpose of the expansion/creation in regards to this project. Additional pages may be attached if needed.)*

4. Primary Competition for Project (Out of State Only)

City	State or Country	Value of Cash Incentives	Value of Tax Credits	Value of Other Incentives
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PROPOSED SITE(S) IN TENNESSEE**5a. Name and Address of Tennessee Site:**

Name of Site (if applicable):

Physical Street Address:

City:

County:

5b. Name and Address of Additional Tennessee Sites(s) (If Applicable):

Name of Site (if applicable):

Physical Street Address:

City:

County:

5c. Name and Address of Additional Tennessee Sites(s) (If Applicable):

Name of Site (if applicable):

Physical Street Address:

City:

County:

- If more than three (3) Tennessee sites, please attach an additional page including additional locations.

EXISTING JOB LOSSES

6. Will the project result in job losses at any existing Tennessee location? Yes No

6a. If the answer is yes, please detail in the text box below or include as attachment.

CONTRACT JOB CREATION

7. Will the company utilize temp-to-hire or contract-based employees? Yes No

7a. If the answer is yes, how many positions will be temp-to-hire?

7b. If the answer is yes, how many positions will be contract-based employees?

8. REQUIRED PROOF OF FINANCING

Every applicant (other than public reporting companies) must submit a letter of commitment from each source of funding for the proposed project that makes up 10% or more of the project's total capital investment, including any equity investor, lender or governmental entity that will provide financing. In the event the applicant will provide its own capital to fund all or a portion of the project, the applicant must provide a letter from the applicant's financial institution affirming applicant's funds on deposit or available from the institution through a credit facility or other means equal or exceed the amount the applicant has stated it intends to invest in the proposed project. If additional information is required, it will be requested by the FastTrack staff.

9. Committed Project Financing

	TOTAL PROJECT \$	TOTAL PROJECT %
Applicant		
Financial Institution(s)		
Local Government(s) (excluding abatements)		
Federal Government		
Other (provide detail below)*		
Total		

Please enter a zero for non-applicable sources of funding.

***Other:**

V. FASTTRACK JOB TRAINING ASSISTANCE – complete only if applicant seeks assistance for job training

1. First expected hire date for new full-time positions: [Click here to enter a date.](#)
2. Total estimated cost of training for the projected new positions (numerical value only): \$
3. Please detail required training information that may be helpful in determining possible training assistance. (Additional pages may be attached if needed.)

HR Contact: _____ Phone: _____ Email: _____

Phone: Email:

Email:

Please list your general job classifications and how many jobs are expected in each category. Include the number of hours required for training and the average wage for each position. Please use the drop down box to select the type of training to be utilized.

Number of Jobs	Job Classification / Type of Job	Average Wage	Hours of Training	Type of Training to be Utilized

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VI. FASTTRACK INFRASTRUCTURE ASSISTANCE – complete only if applicant seeks assistance for infrastructure improvements

NOTE: A separate FastTrack Infrastructure Application must be submitted along with this application in order to apply for infrastructure assistance. The FastTrack Infrastructure application must be submitted on your behalf by the community within which your project will be located.

Type of Infrastructure Needed: Check one or more of the major categories plus the appropriate subcategory(ies)

Transportation	Site Improvement	Water	Sewer	Gas line	Telecommunication
Railway	Drainage	Source	System		Electrical
Roadway Improvements		Treatment Plant	Line Extension		
Water		Storage			
Air		Rehabilitation			
		Line Extension			
Other (please provide detail below)					

FastTrack Infrastructure Development Grant Project Description

In the box below, please state the infrastructure assistance needed along with a description of the infrastructure project. Be specific as to how each proposed infrastructure improvement contributes to achieving the company location or expansion, and detail unusual features of the project that explain the need.

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VII. FASTTRACK ECONOMIC DEVELOPMENT GRANT – complete only if applicant seeks Economic Development Grant

NOTE: A separate FastTrack Economic Development Grant Application must be submitted along with this application in order to apply for the ED Grant. The FastTrack Economic Development Grant Application must be submitted on your behalf by the community within which your project will be located.

Proposed Use of Economic Development Grant Funds: Check one or more of the major categories

Building Retrofit	Relocation of Personnel	Infrastructure Site Improvements
Building Expansion	Relocation of Equipment	Railway
Building Improvements	Fixture Improvements	New Construction
Roof Improvements	Other: (please provide detail below)	

FastTrack Economic Development Grant Project Description

In the box below, please describe the assistance needed. Be specific as to how each category checked above contributes to the company location or expansion, and detail any unusual features of the project that explain the need.

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APPLICATION CHECKLIST

Your application must include the following before the incentive package is evaluated:

1. Completed and signed Tennessee Application for Incentives
2. Certificate of Existence from the State of Tennessee Secretary of State (*as noted on page 5*)
3. Proof of Financing Letter(s) (*as noted on page 8*)
4. If applying for a FastTrack Infrastructure or ED Grant, the community within which your project will be located must submit the appropriate additional application on your behalf (*as noted on pages 10 and 11*)

CONFIRMATION OF ACCURACY

To the best of my knowledge and belief, the information contained in this Tennessee Application for Incentives is true and correct, as evidenced by my signature below.

Signature:

Date:

(Authorized Representative of Applicant)

Print Name & Title: